

POLICY TITLE: Conduct: Employee Discipline			NUMBER 504.00
APPROVAL: Kathryn J. Whitmire, Mayor <i>Kathryn J. Whitmire</i>			Page 1 of 4
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to follow a course of progressive discipline as appropriate when an employee violates City rules, regulations, policies, or those actions deemed unethical or inappropriate to employee conduct. Employees shall be subject to disciplinary action as set forth in the guidelines below.

Policy Basis: Policy Statement

Policy Amplification: The purpose of disciplinary procedures is to inform the employee of conduct or performance below standard, to give the employee fair warning and counseling so that individual expectations are understood, to provide supervisors with corrective action guidelines, and to provide appropriate documentation in the employee's personnel record.

Discipline should be taken in a positive and progressive manner and should be based on the severity of the offense, the record of the employee, and other specifics related to the subject offense.

Prior to the initial disciplinary step, the supervisor may counsel verbally with an employee, but that verbal counseling will not become part of the employee's permanent record. Reference to the counseling, however, can be made in subsequent written reprimands or warnings related to the point of counseling.

As appropriate, there may be three progressive layers of discipline;

- A. Written Warning or Reprimand: For single or repeated infractions, the employee may be issued a written memorandum. If the situation giving rise to the warning does not improve within a 30 day period (depending on the severity of the violation), the supervisor may repeat the measure or initiate more severe discipline as appropriate.

A written warning should be prepared following a disciplinary interview with the employee. The employee should be given an opportunity to respond to the memorandum in writing and will be asked to sign the memorandum as an acknowledgement of receipt, and not necessarily as an indication of agreement with the action taken. Copies of the memorandum will be distributed as follows:

POLICY TITLE: Conduct: Employee Discipline			NUMBER 504.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page 2 of 4
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

1. Original: To employee's file in the Personnel Department,
2. Copy to the employee, and
3. Copy to the supervisor.

B. Suspensions: Should the infraction so warrant, an employee may be suspended from work without pay for a specified period of time depending on the severity of the violation. Although each incident should be evaluated on an individual basis. A general example might be as follows:

- On first occurrence, a 3 to 5 day suspension may result;
- On second occurrence, a 10 to 15 day or indefinite suspension may result; and
- On third occurrence, indefinite suspension may result.

C. Discharge/Indefinite Suspension: Should the violation warrant, removal of the employee from the payroll may be accomplished by either discharge or indefinite suspension as defined in Chapter 12 of the Code of Ordinances.

Documentation of disciplinary action will become part of the employee's permanent personnel file and may not be used as a basis for justification for future discipline unless done so in a timely fashion for a similar or related violation.

In accordance with established appeal or grievance procedures in effect and pursuant to guidelines as they appear in the related section of the Code of Ordinances, the employee shall have the right to have disciplinary actions taken against him/her reviewed as procedurally stipulated. In no way does this policy affect or preempt an employee's right to access such an appeal or grievance procedure.

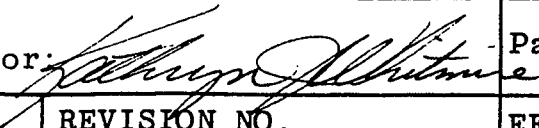
Not designed to be all inclusive and intended for purposes of example only, the following disciplinary guidelines offer a general base from which individual departments can address their own, more specific concerns. As they occur, listed and other violations should be evaluated on a case by case basis but addressed as consistently as is practicable.

Please see guidelines listed on Page 3 (of 4):

<u>Disciplinary Action Guidelines</u>	Disciplinary Action Steps		
<u>Case for Disciplinary Action:*</u>	1st Step	2nd Step	3rd Step
Excessive Tardiness/Absenteeism Minor Horseplay Abusive Language Failure to Cooperate Unsatisfactory Work Performance Safety Violation Failure to Follow Directives	Written Reprimand	Final Written Warning or Suspension	Discharge [#] or Indefinite Suspension
Removal of City Property without Authorization Insubordination Refusal to Follow Directives Solicitation Carelessness Resulting in Financial Loss to the City Misusing, Destroying or Damaging City or Employee Property	Written Warning or Suspension	Indefinite Suspension or Discharge [#]	<div style="text-align: center;"> PURPOSES ONLY </div>
Flagrant Insubordination At Work Under the Influence of Drugs or Alcohol Deliberate Destruction of City Property Fighting Theft of City or Employee Property Major Safety Violation Falsifying City Records Possession of Weapons or Explosives on Premise Immoral or Indecent Conduct	Indefinite Suspension or Discharge [#]	<div style="text-align: center;"> EXAMPLE </div>	

* This list is not intended to be all inclusive or comprehensive. It uses examples to convey the concept of discipline based on the severity of any given infraction and should be used only as a guideline for disciplinary action.

Suspension may precede discharge.

POLICY TITLE: Conduct: Employee Discipline			NUMBER 504.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page <u>4</u> of <u>4</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Compliance: Employees through the department/division director shall comply form policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.